

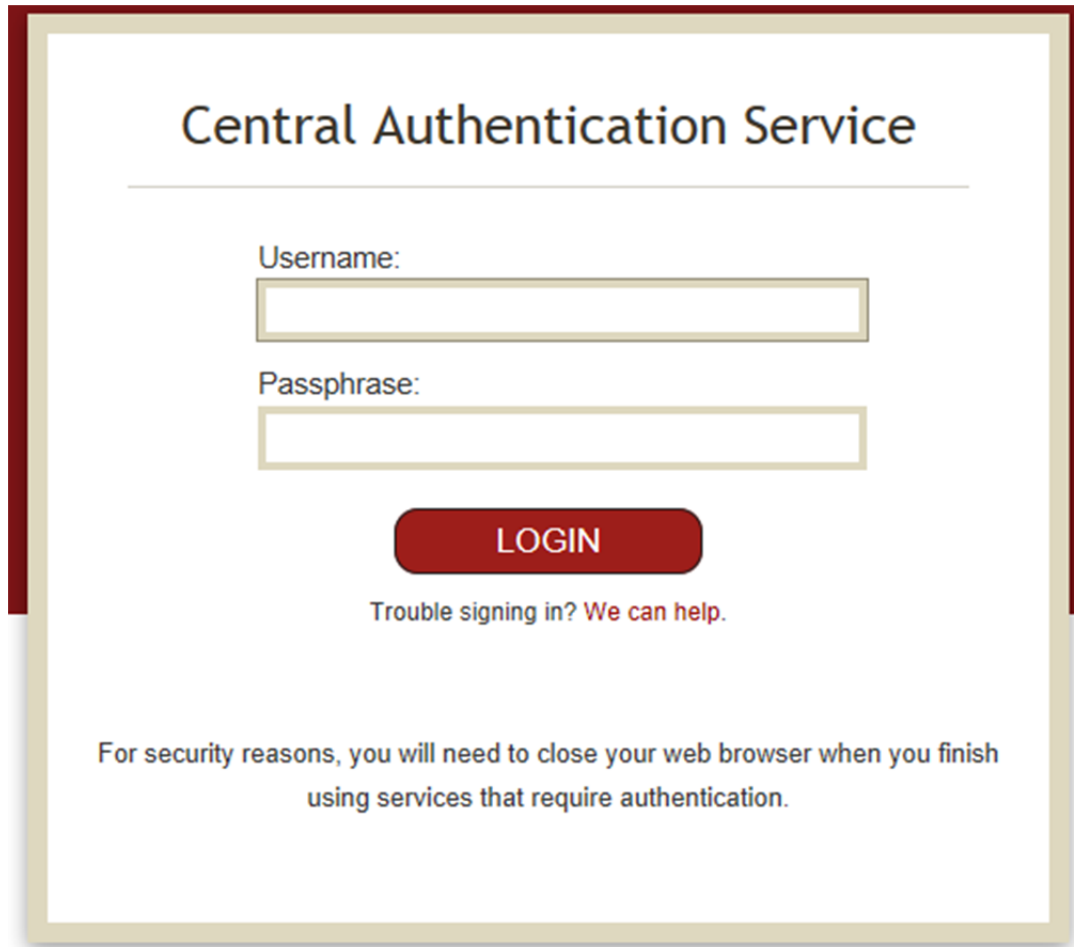
Below are the instructions on how to access applications to programs you oversee (as well as the detailed progress of a student's application), and the pre-departure information that students submit to iAbroad.

Step 1:

Click [here](#)

Step 2:

Login to the Central Authentication Service

The image shows a login page for the Central Authentication Service. It has a white background with a thin gold border and a thick dark red border. At the top, the title "Central Authentication Service" is centered in a large, dark blue font. Below the title is a horizontal line. There are two input fields: "Username:" and "Passphrase:", each with a gold-outlined text box. Below these fields is a dark red button with the word "LOGIN" in white, uppercase letters. Under the button, the text "Trouble signing in? We can help." is displayed in a smaller font, with "We can help." in red. At the bottom of the page, a security notice reads: "For security reasons, you will need to close your web browser when you finish using services that require authentication." in a small, dark blue font.

Step 3:

Select "Review Applications"

iAbroad Home Page
+ Departmental Services
+ IUPUI Scholarship
- Review Committee
Review Applications
Update Reviewer Assignments
+ Study Abroad Office
+ Tech Team
Logout of iAbroad

Step 4:

Select the study abroad program you want to review. Note: you must select the *text* (not the checkbox) to access the dossiers.

☐ [Summer 2013 - China: Chinese Law Summer Program](#)

Step5:

If you want to review the details of what e-forms students have submitted to iAbroad and what they're still missing you need to select the "View Applicants' EForm Progress" link at the bottom of the list.

Review Study Abroad Applications

The following provides access to review the current set of applications and to provide a reviewer's recommendation for each study abroad application.

AUSTRALIA: ABORIGINAL STUDIES

SUMMER 2013

APPLICATION DEADLINE: FEBRUARY 15, 2013

APPLIED

☒ [\[REDACTED\] | Communication Studies BA | Indianapolis | \[REDACTED\]](#)

☒ [\[REDACTED\] | Computer Science BS | Indianapolis | \[REDACTED\]](#)

☒ [\[REDACTED\] | English BA | Indianapolis | \[REDACTED\]](#)

CONFIRMED ACCEPTED

☒ [\[REDACTED\] | Criminal Justice BS | Indianapolis | \[REDACTED\]](#)

☒ [\[REDACTED\] | Pre Social Work BSW | Indianapolis | \[REDACTED\]](#)

IN PROCESS

☐ [\[REDACTED\] | Psychology BS | Indianapolis | \[REDACTED\]](#)

☐ [\[REDACTED\] | Telecommunications BA | Bloomington | \[REDACTED\]](#)

☐ [\[REDACTED\] | Criminal Justice BS | Indianapolis | \[REDACTED\]](#)

☐ [\[REDACTED\] | Pre Social Work BSW | Indianapolis | \[REDACTED\]](#)

☐ [\[REDACTED\] | Journalism BAJ | Indianapolis | \[REDACTED\]](#)

☐ [\[REDACTED\] | Social Studies Educ BSED | Indianapolis | \[REDACTED\]](#)

☐ [\[REDACTED\] | Pre Psychology BS PU | Indianapolis | \[REDACTED\]](#)

☐ [\[REDACTED\] | Anthropology BA | Indianapolis | \[REDACTED\]](#)

[Submit a General Comment on this Group of Applicants](#)

[Return to View All Programs / Sessions](#)

[View Applicants' EForm Progress](#)

Step 6:

Select the e-form group you're wanting to look at. Note: Even though there are three groups displayed, a program will only ever use two of the three groups. Programs which use iAbroad to administer the program application will use the "Application Group" and the "Pre-Departure Group". Programs that administer their own application, outside of iAbroad, will use the "Conditional Acceptance Group" and the "Pre-Departure Group".

Australia: Aboriginal Studies: Summer 2013: Application Group

[Application Group - Conditional Acceptance Group - Pre-Departure Group]

Student	University ID	Agree to Allow Access to IU Records	Agree to Terms: Agreement and Release Form	Academic Check	Disciplinary Check	Apply for a Passport	Confirm E-Mail Use	Provide External and Local Address (External Students)	Submit Personal Statement - Australia: Aboriginal Studies	Request Recommendation Using Online Form	Submit Official Transcript	Submit Home School Agreement Form - External Students	Submit Home School Agreement Form - IU Students	Submit Complete Application	Cancel My Application
Applied Applicants															
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Confirmed Accepted Applicants															
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
In Process Applicants															
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

Legend

Unsubmitted Forms Submitted Forms

☐ Required

☒ Approved

☐ Not Applicable

☒ Pending Approval

☐ Optional

☒ Secondary Approver Action Required

☒ Denied

☒ Follow-up Required

Step 7:

If you want to view an individual student's dossier, go back to the list of students and select the student whose dossier you want to review. Note: you must select the *text* (not the checkbox) to access the student's dossier. Also, you may see that different students are in different statuses. Below is a brief explanation of the meaning of these statuses and the order in which the student moves from one status to the next.

Programs which have students submit a program application via iAbroad

- **IN PROCESS** – the student is still working on the program application.
- **APPLIED** – the student completed the program application
- **ACCEPTED** – the program director has reviewed the complete application and admitted the student into the program. Note: at this stage the student sees a new set of *pre-departure* e-forms. These pre-departure e-forms ask students to submit: passport info, personal emergency contact info, medical history info, flight itinerary, and other necessary info. All of this info is available for program directors and others who have been granted permission to view.
- **CONFIRMED ACCEPTED** – the student has confirmed their acceptance into the program and agreed to the [Withdrawal and Refund Policies](#). Note: at this stage the student is financially committed to the program, even if he withdraws from the program.
- **CONFIRMED AND COMPLETE** – the student has submitted all of their “pre-departure e-forms”. There are no other e-forms they need to submit in iAbroad before departing.

Programs which handle their own program application (outside of iAbroad)

- **CONDITIONALLY ACCEPTED** – the student has submitted the program application (outside of iAbroad) to the program director and been *conditionally* accepted to the program. Note: the reason students are not yet full accepted to the program is because they still need to clear their academic and disciplinary checks.
- **ACCEPTED** – the student has cleared their academic and disciplinary checks (these checks are done by the Study Abroad Office). Note: at this stage the student sees a new set of *pre-departure* e-forms. These pre-departure e-forms ask students to submit: passport info, personal emergency contact info, medical history info, flight itinerary, and other necessary info. All of this info is available for program directors and others who have been granted permission to view.
- **CONFIRMED ACCEPTED** – the student has confirmed their acceptance into the program and agreed to the [Withdrawal and Refund Policies](#). Note at this stage the student is financially committed to the program, even if he withdraws from the program.
- **CONFIRMED AND COMPLETE** – the student has submitted all of their “pre-departure e-forms”. There are no other e-forms they need to submit in iAbroad before departing.

Step 8:

Select the “View the Application Dossier” link. Note: this is where all of the information a student submits to iAbroad is gathered.

Review Study Abroad Applicant

The following provides access to review the applicant's dossier and to provide a reviewer's recommendation for this application.

 [View the Application Dossier](#)

China: Confucius Institute's Summer Program Summer 2013

Student Name:

[REDACTED]

Student ID:

[REDACTED]

Status:

Accepted

Reviewer:

[REDACTED]

2013-01-15 02:12 PM

Recommendation: I fully support this candidate.

Notes:

Your Recommendation

Your Notes / Comments on this Applicant

Reviewed By

Assign Status

* required fields

[Save and Review Next](#)

[Update Application Status](#)


[Return to View All Applications](#)

Step 9:

If you are having students submit the program application via iAbroad and need to review the application, the way to communicate your admittance decision to the Study Abroad Office is by selecting one of the options in the “Your Recommendation” dropdown menu. This will not automatically change the students status, it will notify Study Abroad Staff to change the student’s status, too.

Review Study Abroad Applicant

The following provides access to review the applicant's dossier and to provide a reviewer's recommendation for this application.

 [View the Application Dossier](#)

China: Confucius Institute's Summer Program Summer 2013

Student Name:

[REDACTED]

Student ID:

[REDACTED]

Status:

Accepted

Reviewer:

[REDACTED]

2013-01-15 02:12 PM

Recommendation: I fully support this candidate.

Notes:

Your Recommendation

Your Notes / Comments on this Applicant

Reviewed By

Assign Status

* required fields

[Return to View All Applications](#)